



ADMINISTRATIVE REPORT
July 16, 2018 - CITY COUNCIL MEETING

REPORT TO: Honorable Mayor and City Council
FROM: Tom Tarkiewicz, City Manager
SUBJECT: Planning & Zoning Administrator

BACKGROUND: In January, the Community Services Director's position was vacated. City Clerk Trisha Nelson accepted the Planning and Zoning Administrator responsibilities. She currently is handling all daily tasks with builders, staff, MAEDA, homeowners and developers. These duties include up to three additional night meetings a month. She has been given technical assistance from former Planning & Zoning Administrator Natalie Dean as needed.

Human Resources Coordinator Tracy Hall and the City Manager "point factored" the responsibilities and duties and it rates as a pay grade 11. Trisha Nelson's current salary is \$46,407.88 and is a Pay Grade 10 classification. I am proposing a salary of \$48,318.40 and one additional week of vacation effective July 1, 2018. In the future when Natalie Dean's technical assistance is no longer needed, we would then increase Trisha's salary to \$50,003.20. We may need Natalie Dean's services on a special Planning & Zoning project.

RECOMMENDATION: It is recommended that the City Council assign the additional Planning & Zoning Administrator responsibilities to the City Clerk and increase the salary compensation.

FISCAL EFFECTS: For FY-2019 there is \$25,000 budgeted in Planning & Zoning within the General Fund (101-410-801.00) for Professional Services which will be used to accommodate the salary increase.

ALTERNATIVES: As suggested by the Council.

Respectfully submitted,

A handwritten signature in black ink that reads "Tom Tarkiewicz". The signature is written in a cursive style with a large, sweeping flourish at the end.

Tom Tarkiewicz
City Manager

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